

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

ENG 6-158
DATE: 9 February 1956

FROM : Chief, Communications Engineering Division

SUBJECT: Comments on Inspector General's Report

1. These comments are keyed to extracts from the Inspector General's report as furnished to OC-E by the Executive Officer:

9. Page 17. TELETYPE MAINTENANCE - Concur with the recommendation that more maintenance personnel be assigned to Wire Systems. Arrangements have been made internally within the Office of Communications to increase the Wire Systems Section T/O by eight positions to permit accelerated recruitment of maintenance technicians. At such time as the Wire Systems Section personnel-on-board figure exceeds the actual T/O ceiling figure, consideration will be given by the Communications Screening Board to providing an increase in the ceiling figure to accommodate up to eight additional technicians (consolidation of maintenance within the Plant Engineering Branch to centralize the maintenance function is also raised under point 12, page 17 and will be discussed below).

10. Page 17. T & I - Concur with the recommendation that two men be assigned to T&I to resume testing and repair functions. Arrangements have been made to secure the services of stand-by processees as available for assignment to T&I for this function; efforts are being made to assign two men to equipment repair and renovation. Concur with desirability of assigning one man full time to the crystal laboratory at T&I; however, such an assignment will require an increase in the T&I ceiling.

11. Page 17. LABORATORY - Concur with the recommendation that the Laboratory be established in the new Agency office building. This was recommended to D/CO by Chief, OC-E; however, because of pressure from the D/CI to minimize the number of components actually moving into the new building, the OC-E recommendation was turned down. The requirement for additional higher-graded positions at the Laboratory to attract and hold competent engineering talent has been recognized for some time. Action was initiated in the summer of 1955 aimed towards a substantial increase in the grade structure of the Lab. A proposed reorganization submitted by OC-E was recently approved and resulted in establishing the Chief, Laboratory position as being grade GS-14, equivalent to the R&D Branch Chief grade. Further increases in the Lab grade structure will be requested as required.

12. Page 17. REORGANIZATION OF PEB - Concur, generally. Considerable thought has been given over past months to realigning certain functions within the Plant Engineering Branch, with particular emphasis on centralizing certain routine maintenance functions. Several developments during the past year

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25X1A6a indicate that some reorganization might be desirable: for example, the
25X1A6a microwave maintenance function for the [] complex which was formerly handled
25X1A6a from Headquarters is now being handled from []; two maintenance positions
were actually transferred [] to perform this maintenance function. We
have seen an increasing requirement for the Wire Systems Section of the Plant
Engineering Branch to enter into the maintenance of electronic equipment in
addition to maintaining the normal wire and teletype equipment; furthermore,
the work load placed upon the Wire Systems Section has increased much more
rapidly than has the WSS T/O structure --this being largely due to the fact
that increased position allocations to WSS to handle "special projects require-
ments" were offset by T/O ceiling cuts which occurred simultaneously.

An OC-E T/O realignment is now being studied in light of the above, and
recommendations will be processed through command channels.

25X1A6a 13. Page 17. D/CO AND CHIEF, OC-E CONSIDER CENTRALIZED FABRICATION AND
MODIFICATION SHOP - Do not concur in recommendation. The functions mentioned
which might be considered for grouping within a centralized shop area included
the FAS, WSS, T&I shops and the Laboratory. Possibly the distinctions between
the types of work performed by these sections and the cooperation now existing
between the sections was not made sufficiently clear in our discussions with
the Inspector General. The Laboratory, for example, does considerable fabrication
of specialized electronic and mechanical items for other elements of the Engineering
Division; the type of work done by the Lab usually calls for precision processing
and finishing. The T&I workshop, on the other hand, contains a rather limited
quantity of repair and shop equipment which is used in the testing, repair, and
renovation of standard communications equipments. The FAS shop [] is
primarily utilized for assembly or modification of mobile communication units
and for light and heavy fuel-driven generator testing and repair. Both FAS
and T&I make use of this facility. The Wire Systems Section actually has no
fabrication facility; necessary parts or chassis fabrication is done either at
the Laboratory, through a services contract with external contractors, or through
purchase of suitable items from commercial sources. In other words, the fabri-
cation, modification, and repair facilities now available to the various elements
of the Engineering Division are (1) tailored to serve the specific requirements
of branch and section elements and are (2) freely utilized by other engineering
elements whenever necessary or desirable.

25X1A6a An additional comment under this heading suggested the possibility of moving
the crystal processing from under T&I [] This function could actually be
performed anywhere, although the present location at T&I is very satisfactory
from the standpoint of coordination with other Headquarters elements. However,
our rather large investment in special ventilating equipment, wiring, etc. would
make any move unattractive. Do not concur in this suggestion.

14. Page 18. CHIEF, OC-E PROVIDE D/CO AND DD/S INFORMATION RELATIVE TO
PROBLEMS WITH OFFICE OF LOGISTICS - Do not concur with the recommendation. D/CO
has asked Chief, OC-E to prepare constructive criticism and comment relative to
OL operations as they affect OC, for discussion with D/OL. This is in progress.

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25X1A6a 24. Page 21. [REDACTED] - CONSOLIDATION OF PERSONNEL, FINANCE AND SUPPLY FUNCTIONS OF CHIEF, ADMIN GS-14 - Do not concur with the recommendation. Although such a GS-14 position has actually been established through action taken by the Office of Communications with the Office of Personnel, in view of later comments by Chief, [REDACTED] it appears that this particular staffing arrangement is not desirable. This suggestion should be commented on further by OC.

25X1A6a 38. Page 23. EXCESS EQUIPMENT - Concur with the objective. Do not concur with the specific recommendation. Actually, considerable progress has been made in recent months towards reviewing and disposing of obsolete and excess equipment [REDACTED] These areas have been given information as to the handling of obsolete and excess equipment in their possession; specifically, to dispose of equipment locally in accordance with Agency regulations, to return equipment to Headquarters for stock or disposal as appropriate, or to retain equipment in the area as a stockpile against future requirements. Each overseas area now submits a periodic report to Headquarters listing obsolete and excess equipment and requesting disposal instructions. This, together with Headquarters direction as described above, eliminates the need for dispatching teams to the areas. The real need now is to improve the capability of the T&I Section, MSB to process PTI equipment at Headquarters.

2. It is interesting to note that the Inspector General's report suggests that OC-E internally detail personnel to MSB(T&I); to PEB(WSS); and also recognizes the requirement for staffing of the R&D Laboratory, on the other hand, it was not suggested that any functions actually be eliminated, although it was implied that some economies might be achieved by grouping certain functions. It is possible that the organizational changes contemplated will be sufficient to permit accomplishing most of the Inspector General's recommendations, but only if the Wire Systems Section is permitted a ceiling increase to accommodate eight additional technicians.

3. The key to many OC-E difficulties lies in our past inability to bring technicians and engineers on duty at a rate sufficient to compensate for attrition, transfer to special projects, and new requirements. The OC-E Special Assistant has been detailed full time to the task of expanding our recruitment effort by working closely with OC-A and the Office of Personnel, even to the extent of preparing newspaper advertisements for the Recruitment Branch and arranging to screen applications received in response to these advertisements.

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